UNITED
NATIONS

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General Assembly

Distr.
GENERAL

A/AC.237/78/Add.1
17 January 1995

Original: ENGLISH

INTERGOVERNMENTAL NEGOTIATING COMMITTEE
FOR A FRAMEWORK CONVENTION ON CLIMATE CHANGE
Eleventh session
New York, 6-17 February 1995
Item 2 of the provisional agenda

ARRANGEMENTS FOR THE FIRST SESSION OF THE CONFERENCE OF THE PARTIES, INCLUDING THE PROVISIONAL AGENDA

Addendum

PRELIMINARY INFORMATION FOR PARTICIPANTS AT THE FIRST SESSION OF THE CONFERENCE OF THE PARTIES

The first session of the Conference of the Parties will be held from 28 March to 7 April 1995 at Berlin, Germany. The present document contains some general information that may be helpful for participants both when making their arrangements to attend the Conference and during COP 1.

GE.95-60205

The first session of the Conference of the Parties (COP 1) to the United Nations Framework Convention on Climate Change will be convened by the head of the interim secretariat of the Convention and hosted by the Government of the Federal Republic of Germany in accordance with Article 7.4 of the Convention and General Assembly resolutions 48/189 of 21 December 1993 and 49/120 of 19 December 1994. It will be organized in two segments, one at the level of senior officials (28 March - 4 April 1995) and one at ministerial level (5 - 7 April 1995).

1. Venue of the meeting

The Conference will take place at the International Congress Centre (ICC) Berlin:

Messedamm 22
D-14055 Berlin
Telephone: (49.30) 30.38.0
Fax: (49.30) 30.38.30.32.

The Conference will be opened on Tuesday, 28 March 1995 at 10.00 a.m. in the ICC Plenary Hall. This room will be the venue for all plenary meetings. In addition to the Plenary Hall, other meeting rooms will be available for two concurrent meetings with interpretation during normal working hours. There will also be some facilities for informal meetings without interpretation.

2. Conference secretariat

On the side of the Conference secretariat, preparations for the Conference are being coordinated by Mr. Sálvano Briceño, Principal Officer, Management, Legal and Information Support. He can be reached at the following address:

Climate Change Secretariat (UNFCCC)
Office address: Geneva Executive Centre
11/13 Chemin des Anémones
CH-1219 Châtelaine, Geneva, Switzerland
Telephone: (41.22) 979.94.67 or 979.94.69
Fax: (41.22) 979.90.34
E-mail: secretariat.unfccc@unep.ch

The head of the Conference secretariat is Mr. Michael Zammit Cutajar, Executive Secretary, interim secretariat of the United Nations Framework Convention on Climate Change.

3. National Organization Committee

The Federal Government of Germany has appointed Mr. Manfred Plaetrich, Director General, Federai Ministry for the Environment, Nature Conservation and Nuclear Safety, as the national coordinator for the Conference. He can be contacted at the following address:

Bundesministerium für Umwelt, Naturschutz und Reaktorsicherheit
Postfach 12 06 29
D-53048 Bonn
Telephone: (49.228) 305.21.20/305.21.24/ 305.0
Fax: (49.228) 305.32.25/305.21.09

4. Hotel accommodation

Each delegation is requested to arrange its own hotel accommodation. The National Organization Committee has made provisional bookings at a number of hotels in Berlin at different locations and with different price ranges. If required, reservations for hotel rooms can be arranged by:

DER-Congress
Bundesallee 56
D-10715 Berlin, Germany
Telephone: (49.30) 857.90.30
Fax: (49.30) 85.79.03.26/27

which will inform participants of the conditions and procedures as necessary.

Please note that in order to secure hotel accommodation through this channel, reservations must be made by 20 January 1995, at the latest.

5. Accreditation

The credentials of representatives of Parties and the names of alternate representatives and advisers must be issued either by the head of State or Government or by the Minister of Foreign Affairs. To ensure full participation in the work of the Conference, it is recommended that representatives of Parties be provided with full powers to participate in the session, and, if necessary, to serve as officers of COP 1 and any sessional committees or working groups, as well as officers of the subsidiary bodies established by the Convention.

Credentials must be submitted to the interim secretariat of the Convention. The Bureau of COP 1 will examine the credentials and report to the session.

6. Immigration formalities

The Federal Government will ensure that immigration formalities are facilitated. Nevertheless, all participants at the Conference are requested to check whether they require a visa.

Should a visa be required, applications may be submitted, with reference to the Conference, to the nearest German diplomatic representation.

7. Customs regulations

Information on customs regulations in Germany may be obtained from any German diplomatic representation.

8. Berlin airports

Berlin has three international airports: Tegel, Tempelhof and Schönefeld.

Please provide information concerning the arrival and departure of delegations, at your earliest convenience to:

National Organization Committee
Mauerstrasse 34-38
D-10117 Berlin
Telephone: (49.30) 23.13.51.81
Fax: (49.30) 23.13.51.98

Please also provide information on the arrival and departure dates of participants attending the ministerial level segment of the Conference by 15 March 1995, at the latest.

9. Transport

Delegations are requested to organize their own transport in Berlin. Berlin has a wide public transport network which will be available free of charge to all delegates throughout the Conference upon presentation of their official badge.

In addition, shuttle buses will be available in the mornings and evenings between the conference centre (ICC) and the main hotels lodging the delegates (in the city centre).

10. Additional services for participants at the conference centre (ICC)

The conference centre has a post office, banking facilities, a travel agency, a Lufthansa check-in desk, restaurants and medical services.

(a) Offices for delegations

Offices for delegations may be rented upon request from:

National Organization Committee
Mauerstrasse 34-38
D-10117 Berlin
Telephone: (49.30) 23.13.51.81
Fax: (49.30) 23.13.51.98

Office space is available subject to the following conditions:

Three sizes are available: 23 sq m, 37 sq m and 52 sq m with the additional possibility of combining different sizes.

The price per square metre amounts to DM 547,-- for the duration of the conference.

The offices are equipped with office furniture, lighting, electricity supply, ventilation and heating.

Telephone and fax machines may be ordered and rented separately from the National Organization Committee. Delegations are kindly requested to organize any other technical equipment themselves.

In order to ensure that for the required office space will be provided, delegations are kindly requested to inform the National Organization Committee of their needs by 10 February 1995, at the latest.

Delegations that do not need offices may, upon payment, make use of the services available at the conference centre (secretaries, telephones, fax machines, personal computers, photocopying machines).

(b) Offices for non-governmental organizations

Some offices and meetings rooms that include office equipment will be made available in the conference centre free of charge for non-governmental organizations. Should any further facilities be required, the conditions relevant to (a) above also apply to these organizations.

(c) Press centre

An international press centre with the necessary technical equipment will be provided for accredited journalists. For information on United Nations accreditation, please contact:

Mr. Michael Williams
Information Unit on Climate Change (IUCC)
Geneva Executive Centre
CP 356, CH-1219 Châtelaine, Geneva, Switzerland
Telephone: (41-22) 979.92.42
Fax: (41-22) 797.34.64.

11. Additional events

To commemorate the Conference, additional events will be organized in Berlin and published in a special calendar of events.

Also, access to cultural and tourist programmes will be facilitated for delegates.

12. General information on Berlin

Climate:	Continental climate with changeable weather, cool with an average temperature of 8° to 13° Celsius during the day. The highest observed maximum has been 23° Celsius, the lowest observed maximum 4° Celsius. Periods of rain and possibly light snow likely on some 6 days out of the 11 days of the Conference.
Electricity:	220 Volt, 50 Hertz.
Local currency:	Deutsche mark (Exchange rate of US$1 = DM1.56 at 15 December 1994).